

Catalog Definitions Documentation

PeopleSoft Module: Benefits Administration

COURSE	COURSE DESCRIPTION	NOTES / COMMENTS
300	Course Name: Agency Benefits	
	Course Name (short/abbrev): Agcy Benefits	
	Course Description: The Agency Benefits course is designed to equip the Agency Benefits Specialists with the ability to provide customer service to employees with questions regarding their benefits. Specialist will learn how to view employee job and benefit information.	
	Prerequisites: N/A	
	Recommended Audience: Insurance Preparers	
	Course Objectives: <ul style="list-style-type: none">▪ View employee Job and Personal information.▪ View employee Health Benefit elections.▪ Viewing employee Benefit Summary information.	